

INSTRUCTIONS FOR MANAGING YOUR PERSONAL ACCOUNT

We encourage all vendors to maintain your personal information within your Company's Account. Below shows you where you can make changes to your personal data, change your password, and/or add a "Login Question and Login Answer".

FORGOTTEN LOGIN ID

If you are a "Seller", your "Seller Administrator" can retrieve your Login ID for you and reset your password.

If you are the "Seller Administrator" for your organization and have forgotten your Login ID, please send an email to Postmaster@pur.hctx.net. We will send your Login ID to the email address that you established for your account.

FORGOTTEN PASSWORD

If you know your Login ID and have forgotten your password, enter your Login ID on the sign-in page and click "Login".

Welcome To Harris County

**BuySpeed™
Online**

Welcome to the Harris County Purchasing Agent BuySpeed Online application. Please click on this link for [Registration Instructions](#).

Register
Register here to begin using Harris County .
Vendors, please read this [disclaimer](#) prior to registering.

Open Bids
View open bid opportunities.

Login ID:

Password:

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You will get the Error: Attempted Login Unsuccessful. Click on “Login Question” to proceed (hopefully you entered a Login Question and Answer for purposes of retrieving your password).

Error: Attempted Login Unsuccessful

We are sorry, there was a problem logging you into the Harris County website:

- Login ID or password is invalid

Please make sure that your information is correct and try again. For help contact the Harris County Purchasing Agent system administrator.

Retry Login

Please enter your login information again:

Login ID:

Password:

If you have forgotten your password, answer your [Login Question](#)

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You will be asked the question that you created when you entered your personal information. Type in the answer and click “Submit”.

Password Problems? - No Problem!

Harris County Purchasing Agent will be happy to e-mail your password to you immediately if you can answer your login question.

Your Question: What is the first work day of the week?

Your Answer:

If you do not know the answer to your login question, please contact Harris County Purchasing Agent at 713-755-5036.

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If you answered your “Login Question” correctly, you will see the following screen and your password will be emailed to the address that you established in your account.

Login Question Status

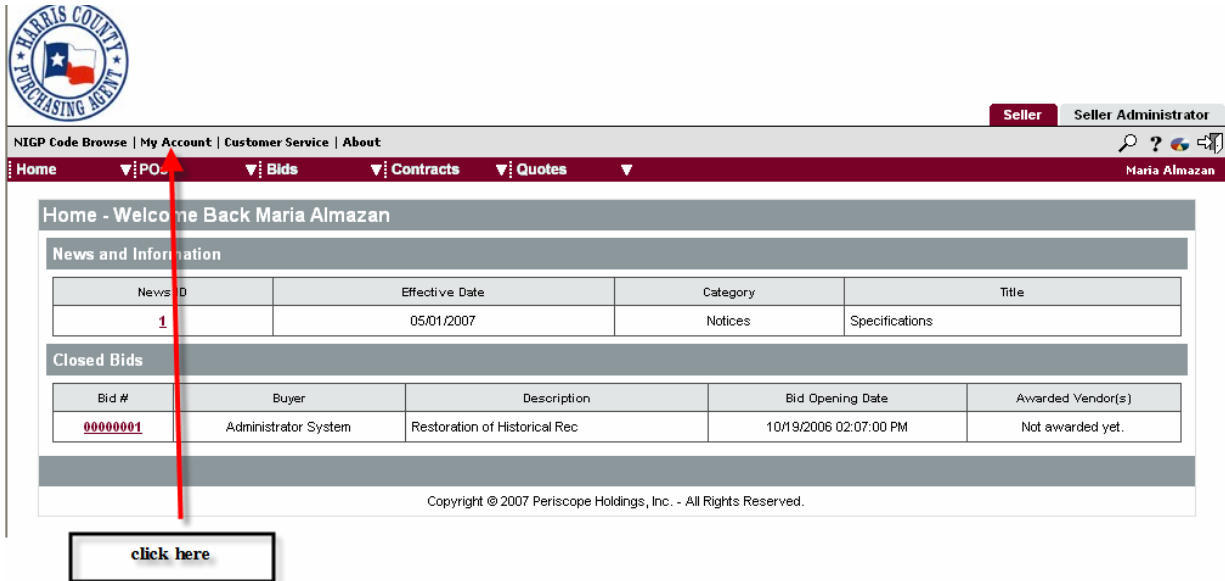
You have successfully answered your login question. Your password will be emailed to you shortly.

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INSTRUCTION FOR SETTING UP YOUR LOGIN QUESTION & LOGIN ANSWER

Log into BuySpeed Online.

At your “Seller” Home page, Click on “My Account”



The screenshot shows the Harris County Purchasing Agent website. The top navigation bar includes links for 'Home', 'POs', 'Bids', 'Contracts', and 'Quotes'. The 'POs' link is highlighted with a red arrow. Below the navigation bar, the user is logged in as 'Maria Almazan'. The main content area displays 'Home - Welcome Back Maria Almazan' and a table of 'News and Information'. Below this, there is a 'Closed Bids' section with a table of bids. A 'click here' button is located at the bottom of the page.

Harris County Purchasing Agent

Seller **Seller Administrator**

Home **POs** **Bids** **Contracts** **Quotes**

Home - Welcome Back Maria Almazan

News and Information

News ID	Effective Date	Category	Title
1	05/01/2007	Notices	Specifications

Closed Bids

Bid #	Buyer	Description	Bid Opening Date	Awarded Vendor(s)
00000001	Administrator System	Restoration of Historical Rec	10/19/2006 02:07:00 PM	Not awarded yet.

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[click here](#)

Click the “EDIT” button, to add your Login Question, Login Answer, change company data or your password.

Harris County Purchasing Agent

Seller **Seller Administrator**

NIGP Code Browse | My Account | Customer Service | About

Home | POs | Bids | Contracts | Quotes

Maria Almazan

My Account Information

My Information			
Salutation	Ms.		
First Name	Maria	Last Name	Almazan
Job Title	Sr. Purchasing Coord.	Department	Purchasing
Email	maria_almazan@pur.hctx.net		
Company	temporary		
Phone	(713)755-5036		

Exit

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You can change all information on this screen except the **Company Name**.

Harris County Purchasing Agent

Seller **Seller Administrator**

NIGP Code Browse | My Account | Customer Service | About

Home | POs | Bids | Contracts | Quotes

Maria Almazan

My Information

Salutation: Ms.

First Name: Maria Last Name: Almazan

Job Title: Sr. Purchasing Coord. Department: Purchasing

E-mail: maria_almazan@pur.hctx.net

Company: temporary

Phone: (713) 755 - 5036 Ext.

Change Password: Confirm Password:

Login Question: What is your pets name

Login Answer: tiger

Save & Exit Save & Continue Reset Cancel & Exit

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When finished, click “Save & Exit”, and you will return to the “My Account Information” screen.

Click **Exit** on the “My Account Information” Screen.